



**NORFOLK ISLAND YOUTH COUNCIL AND JUNIOR YOUTH COUNCIL COMMITTEE  
NORF'K KAUNSL FE YANG SALAN AND NORF'K JUUNYA KAUNSL  
TERMS OF REFERENCE**

**COUNCIL RESOLUTION NO. 2020/55**

**1. NAME**

The Norfolk Island Youth Council shall be known as the Youth Council (Kaunsl fe Yang Salan) and Junior Youth Council Committee (Juunya Kaunsl).

**2. AIMS**

- To provide support and foster active, healthy, informed and empowered youth.
- To provide a forum to raise issues of concern affecting young people (12–25 years) on Norfolk Island.
- To promote improved access to facilities and services for young people and recommend how their needs may be satisfied.
- To provide young people with a greater understanding of the role of Local Government and how they can participate in the decision-making process.
- To provide the young people involved with leadership development opportunities.

**3. OBJECTIVES**

- To encourage student and young people's participation in Council's activities and community service initiatives.
- To assist Norfolk Island Regional Council in effective policy and project planning, development, integration and implementation through the provision of advice.
- To assist Norfolk Island Regional Council in the identification of current interests of young people (aged 12–25 years) on Norfolk Island.
- To support and promote activities and special projects which relate to young people living on or visiting Norfolk Island.
- To consult with young persons, community groups and Council on issues and policies.
- To assist in planning for youth events and activities e.g. Youth Week.

**4. DETERMINATIONS**

The Youth Council (including the Junior Youth Council Committee) shall be an advisory body, operating on a consensus basis, which submits recommendations for consideration by Norfolk Island Regional Council.

The Junior Youth Council is a committee of the Youth Council with junior youth. The Junior Youth Council will provide advice on junior youth issues and have the opportunity to consult on the Norfolk Island Youth Council meeting actions, as well as contributing to the overarching Youth Council.

## **5. MEMBERSHIP**

It is expected that members have an understanding and commitment to support the vision, mission and values of Norfolk Island Regional Council (see Item 6. Council's Vision, Mission and Values).

Norfolk Island Regional Council will actively seek applications for membership from all sectors of the community to ensure youth representation from the Norfolk Island population, including Norfolk Islanders of Pitcairn descent.

### **Youth Council**

Membership of the Youth Council shall consist of not less than five young people aged 16 to 25 years (year 11 and 12 students and young people up to 25 years of age) from Norfolk Island.

The Youth Council may include 1 to 2 community members over the age of 25 who represent youth related and local area organisations. These members will not have the right to vote on Youth Council decisions.

### **Junior Youth Council Committee**

Members of the Junior Youth Council shall consist of 3 or more students from each school year 7 to 10 (aged 12 to 15 years).

### **Councillors and Council officers**

The Mayor and Deputy Mayor will be the two Councillor representative members and shall attend meetings and provide guidance and mentoring to the Youth Council when requested.

Norfolk Island Regional Council officers involvement will include:

- Community Development Officer (ongoing)
- Representatives from the Council (as required).

## **6. NORFOLK ISLAND REGIONAL COUNCIL'S VISION, MISSION AND VALUES**

The Norfolk Island Community Strategic Plan 2016-2026: Our Plan for the Future has been adopted by Norfolk Island Regional Council and includes the following vision, mission and values. Members of the Youth Council and Junior Youth Council will have an understanding and commitment to support these community and council vision, mission and values.

### **Vision**

Norfolk Island – the Best Small Island in the World.

### **Mission**

The Norfolk Island Regional Council will provide local civic leadership and governance through good decision making, accountability and transparency.

We will protect and enhance our unique culture, heritage, traditions, and environment for the Norfolk Island people. We will do this through promoting a healthy and sustainable lifestyle, by looking after our community assets, and by fostering a prosperous economy.

### **Values**

I CARE:

Integrity

Communication

Accountability

Respect

Excellence.

## **7. RESPONSIBILITIES OF MEMBERS**

Members will be asked to give feedback on issues and Youth Council strategies through their own networks, schools and circle of friends to gauge response and enhance decision-making.

The Youth Council is an advisory and working committee and therefore it is anticipated that some tasks will need to be undertaken by members outside of meetings.

Junior Youth Council committee may hold special meetings at Council Chambers during school hours.

Youth Council and Junior Youth Council members may be invited to participate in leadership development opportunities as part of their responsibilities as Youth Councillors.

Youth Council representatives may be invited to attend Council events as youth ambassadors.

## **8. RESPONSIBILITIES OF NORFOLK ISLAND REGIONAL COUNCIL**

Norfolk Island Regional Council will provide secretariat support, including minute taking and professional officer support as appropriate.

## **9. FUNDING**

The Youth Council may apply for funding through the Community Grants Program, administered by the Norfolk Island Regional Council, for expenditure in connection with its functions and leadership development.

## **10. ELIGIBILITY FOR APPOINTMENT**

Norfolk Island Regional Council seeks young members of the community aged 12–25 years (school years 7 to 10 and up to 25 years of age) who live on Norfolk Island and can best represent the diverse needs and expectations of our youth.

Community members aged over 25 years may include people who work for organisations representing young people residing on Norfolk Island.

## **11. APPOINTMENT OF MEMBERS**

Interested young people must complete an Application form, by the required timeline, to be considered for selection to the Youth Council.

The Application form and process will be available online, on the Council's website, as well as hard copy if requested. The Community Development Officer, two members of the Norfolk Island Regional Council (Councillor's) will oversee the selection of Youth Councillors within the Eligibility for Appointment and Membership requirements as outlined in these Terms of Reference.

Successful applicants for the Youth Council will be informed by a congratulatory letter. A ceremony will be held to appoint new members of the Youth Council.

Interested junior youth, within the Eligibility for Appointment and Membership requirements, will be invited to attend the Junior Youth Council committee meetings. Junior Youth Council committee members will be supported by Norfolk Island Central School teachers and the Youth Council members who attend school. Parent/carer permission will be obtained for Junior Youth Council Committee members.

## **12. TENURE OF MEMBERSHIP**

The tenure of membership of a Youth Councillor is two years.

The maximum tenure of membership of a Junior Youth Councillor will be four years or until they resign or reach the age of 16 years and/or year 11 at school.

The Norfolk Island Regional Council and Youth Council may remove a member from the Youth Council and/or Junior Youth Council. Reasons for removal may include absenteeism from a significant number of meetings or conduct which does not meet the Youth Council's agreed standard of behaviour.

If there is a vacancy in the membership of the Youth Council and/or Junior Youth Council, Council shall as soon as practical, appoint a person to fill the vacancy.

Tenure of Community Members on the Youth Council will be two (2) years with the opportunity to serve a maximum of two (2) consecutive terms.

### **13. MAYOR, DEPUTY MAYOR AND COUNCILLORS**

Persons appointed to be members the Youth Council and Junior Youth Council will be known as Councillors of the Youth and Junior Youth Council. Each year, the Youth Councillors shall elect a Mayor and Deputy Mayor for the term of one year. If there is a vacancy of the Mayor or Deputy Mayor of the Youth Council, the Councillors will elect a new Mayor or Deputy Mayor at the next meeting.

### **14. PROCEDURES AND PROCEEDINGS**

Norfolk Island Regional Council officers will manage the establishment and running of the Youth Council. The Junior Youth Council will be facilitated by Norfolk Island Central School teachers and chaired by the Youth Council members attending school.

The Norfolk Island Regional Council will call the first meeting of the Youth Council and Junior Youth Council. Once Youth and Junior Youth Council members have been appointed a special meeting will be held for all new members to be inducted.

After the first meeting the procedure for calling meetings will be determined by the Youth Council and notice of meetings published on the Council website.

The Youth Council will meet in Council Chambers.

The Junior Youth Council shall meet regularly once per week at school, during school time (roll call), with teacher facilitation.

A Councillor and Norfolk Island Regional Council Officer will attend the Junior Youth Council meeting twice per term to provide support and an update on Council activities.

Once per school term the Junior Youth Council may have a special meeting in the Chamber where speakers and other members of the community could be invited. A Councillor and Norfolk Island Regional Council Officer will attend these meetings.

The Junior Youth Council members may be invited to attend a monthly Youth Council meeting.

The Community Development Officer will prepare a monthly report for Council's Business paper on the activities, and any formal recommendations, of the Youth Council.

A quorum of 50 per cent, plus one, is required for the Youth Council meetings.

The Youth Council shall undertake an annual review and forward planning process to determine future directions and establishment of priorities. An annual report will be developed and presented to the Norfolk Island Regional Council.

**15. ADVICE TO COUNCIL**

The Youth Council may give advice to Council. If the Norfolk Island Regional Council makes a decision that is different to the advice given by the Youth Council, Norfolk Island Regional Council must as soon as practical, provide a written response of the reasons for not following the advice.

**16. NOTICE OF ORDINARY MEETINGS**

Members of the Youth Council shall receive at least three working days' written notice of meetings and such notice shall include an agenda for that meeting. Meetings may be in person or via the internet if off Island.

**17. MINUTES OF MEETINGS**

Minutes of Youth Council meetings will be made available to any interested residents for inspection and will be published on the Norfolk Island Regional Council's website.

Junior Youth Council meeting minutes will be kept and a summary update will be provided at the Youth Council meetings.

An inspection of the minutes will be carried out under the supervision of the Community Development Officer.

**18. NOTICE OF SPECIAL MEETINGS**

Should the need arise for a special meeting to consider an urgent matter, a special meeting to consider only that particularly urgent matter, may be called by the Norfolk Island Regional Council (Community Development Officer) in consultation with the Youth Council.

**19. ATTENDANCE AT MEETINGS**

Members may, in consultation with the Youth Council and/or Junior Youth Council, request that an invitation be extended to a particular individual to attend a future meeting as a visitor, when it is considered that the visitor may be in a position to contribute to the proceedings.

**20. COMMITTEES**

The Youth Council and the Junior Youth Council may establish committees to assist with its functions. A committee must be made of persons of members of the Youth Council and/or Junior Youth Council and may include young people aged 12 to 25 years who are not members. A committee must record minutes of its meetings and report to the Youth Council and/or Junior Youth Council.

**21. SPECIAL PROJECTS**

The Youth Council and Junior Youth Council may support and promote activities and special projects which relate to young people living on or visiting Norfolk Island. For example, Youth Week.

**22. STAFF OF COUNCIL**

The Norfolk Island Regional Council General Manager may approve the use by the Youth Council and/or Junior Youth Council of the services, staff, or facilities of Council.

**23. AMENDMENTS TO TERMS OF REFERENCE**

These Terms of Reference will only be amended by a resolution by Norfolk Island Regional Council.

**APPENDIX 1 YOUTH COUNCIL APPLICATION FORM**



**Norfolk Island Youth Council**  
**(Norf'k Kaunsi fe Yang Salan)**  
**Application Form**

**Name of applicant:** \_\_\_\_\_

**Age:** \_\_\_\_\_ **School year (if applicable):** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Two references:**

**Name:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Educational qualifications and/or work experience:**

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\_\_\_\_\_

**Personal skills and attributes:**

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**Community activities and/or interests e.g. membership of clubs, sporting or charitable organisations:** \_\_\_\_\_

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**Reason for wanting to join the Norfolk Island Youth Council (Norf'k Kaunsl fe Yang Salan) (in 200 words or less):**

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**If a community member over the age of 25 years, provide an explanation of youth related activities or organisation:**

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**Appendix 2: JUNIOR YOUTH COUNCIL COMMITTEE MEMBERSHIP FORM**



**Norfolk Island Junior Youth Council**  
**(Norf'k Juunya Kaunsl)**  
**Membership Form**

The Junior Youth Council is a committee of the Norfolk Island Youth Council. Meetings are facilitated by school teachers and chaired by a Norfolk Island Youth Council member attending school. The Junior Youth Council will provide advice on junior youth issues and the opportunity to consult on the Norfolk Island Youth Council meeting actions, as well as contributing to the overarching Youth Council.

**Name of member:** \_\_\_\_\_

**Age:** \_\_\_\_\_ **School year (if applicable):** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Reason for wanting to join the Norfolk Island Junior Youth Council Norf'k Juunya Kaunsl (in 50 words or less):**

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Norfolk Island Junior Youth Council members will:

- Be a Councillor for four years or until they resign or reach the age of 16 years and/or year 11 at school.
- Attend meetings for twenty minutes in school time once a week during roll call.
- Be asked to feedback issues and strategies through their own networks, school and circle of friends to gauge response and enhance decision-making.
- Work on some tasks outside of meetings.
- Be chosen to represent the Junior Youth Council and may be invited to attend the Youth Council meetings at Council Chambers out of school hours.
- May attend a special meeting once a term at Council Chambers during school hours.
- Be invited to participate in leadership development opportunities as part of their responsibilities as Councillors.
- Sometimes be invited to attend Council events as youth ambassadors.

Parent/Carer Permission

I \_\_\_\_\_ (name) give permission for \_\_\_\_\_ (name of child)  
to be involved in the Norfolk Island Junior Youth Council.

Signature: \_\_\_\_\_